



January 31, 2025

VIA CERTIFIED MAIL/E-MAIL

State Warn Coordinator and Chief Local Elected Official
Missouri Department of Higher Education & Workforce Development
Office of Workforce Development
PO Box 1087
Jefferson City, MO 65102
ETT.DWD@dhewd.mo.gov

Re: Notice of Mass Furlough under the Worker Adjustment and Retraining Notification (WARN) Act

Dear State Warn Coordinator:

This letter serves as notice under the federal Worker Adjustment and Retraining Notification (WARN) Act (29 U.S.C. § 2101, et seq.) regarding an upcoming furlough at The International Institute of St. Louis.

1. Nature of the Event:

The International Institute of St. Louis has made the difficult decision to furlough its workforce across the enterprise, specifically including at 3401 Arsenal St, St. Louis, Missouri 63118, and 1443 N Robberson Ave, Ste 903, Springfield, Missouri 65802. This decision is due to financial difficulties as a result and in compliance with the recent executive orders issued by President Donald J. Trump.

2. Effective Date:

The furlough will be effective as of February 1, 2025. At this time, we anticipate that the employment separations will begin at 5:00pm on January 31, 2025. We do not have a definitive timeline for a return to work of furloughed employees.

3. Number of Affected Employees:

Approximately 91 employees will be impacted by the furlough.

4. Job Titles and Positions Affected:

The job titles of the positions to be affected and the number of employees in each job classification are as follows:

- Accounts Payable Coordinator: 1
- Caseworker: 17
- Client Advocate: 1

Officers and Board of Directors

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Lily Ren
Shawn Schukar
Kaisa Stucke
Sarah Swatosh
Lorie White

Blake S. Hamilton
Interim President and CEO

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- Data Analyst: 1
- Director: 5
- Help Desk Support: 1
- HR Assistant: 1
- Job Developer: 2
- Paralegal: 1
- Program Assistant: 14
- Program Coordinator: 25
- Program Manager: 17
- Receptionist: 2
- Registrar: 1
- Social Worker: 1
- Vice President: 1

5. Bumping Rights:

Employees do not have "bumping rights" in connection with this action.

6. Union Information (if applicable):

The International Institute of St. Louis does not have union contract and is not subject to organized labor.

7. Additional Information

The International Institute of St. Louis offers essential economic and cultural integration services, including English classes, employment, orientation, and citizenship preparation for new immigrants, refugees and new Americans.

This furlough decision is not due to or related to COVID-19.

8. State and Local Authorities Notified:

In compliance with the WARN Act, we have also notified the chief elected official of the City of St. Louis, Missouri.

We understand that this action may cause concern and inconvenience, and we are committed to providing affected employees with assistance during this transition. If you have any questions regarding this notice or the planned furlough, please contact Blake Hamilton, Interim CEO/President at (314) 773-9090 or hamiltonb@iistl.com.

cc: Mayor Tishaura Jones
City Hall - Room 200
1200 Market Street
St. Louis, Missouri 63103
mayor@stlouis-mo.gov